

**APPLICATION FOR A STREET COLLECTION PERMIT**

**PLEASE READ THE ATTACHED NOTES OF GUIDANCE BEFORE COMPLETING THIS FORM.  
PLEASE COMPLETE ALL SECTIONS OF THE FORM. PLEASE NOTE COLLECTIONS ARE  
PERMITTED ON SATURDAYS ONLY.**

**Part 1 – Organisation Details**

<b>Full Name of Organisation</b>	
<b>Address of Organisation</b>	
<b>Post Code</b>	
<b>Registered Charity Number (if applicable)</b>	<b>Telephone No:</b>

**Part 2 – Applicant Details**

<b>Full Name of Applicant</b>	<b>Title: Mr/Mrs/Ms/Miss</b>
	<b>Date of Birth:</b>
<b>Address of Applicant</b>	
<b>Post Code</b>	
<b>Telephone No. Daytime Home</b>	<b>Email (optional)</b>

<b>Official position of applicant within the organisation</b>
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<b>Please state the purpose(s) for which the money collected will be used</b>
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<b>Name of promoter of the collection (if different from applicant)</b>
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**Part 3 – Collection Details**

Preferred date of collection	
Alternative date(s)	
Dates when a collection would <b><u>NOT</u></b> be suitable	

Please tick the areas in which you would like to collect.		Please tick ✓	
Central Solihull		Shirley	
Knowle		Dorridge	
Hampton in Arden		Balsall Common	
Meriden		Cheswick Green	
Olton		Hockley Heath	
Dickens Heath		Hobs Moat	
Dovehouse Parade		Prospect Lane	
Solihull Lodge		Marston Green	
Castle Bromwich		Kingshurst	
Chelmsley Wood			

Please state the approximate number of collectors you intend to use

**CENTRAL SOLIHULL & SHIRLEY COLLECTIONS.** The application is only for the collection of money. If any supporting activity is planned, including the use of any display, article or supporting vehicle, prior permission must be obtained from the Events Team and appropriate risk assessments and public liability insurance arranged. Please contact the Events Team on 0121 704 6547.

If you are a “professional fundraiser” or a “commercial participator” please confirm that a written agreement exists in accordance with The Charitable Institutions (Fundraising) Regulations 1994.

Signature of applicant	
Date	

 <b>Data Protection</b>	The information you supply will be used by Licensing to assess and administer your application for a Street Collection Permit. It may be shared with other Divisions of the Council and external organisations including the Police for this purpose. Your information may also be shared with other council services and partner organisations to ensure your records are kept accurate and help us to identify services you may be entitled to or interested in. For further details of how we may use your information contact Licensing on tel: 0121 704 6830
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## STREET COLLECTIONS – NOTES OF GUIDANCE

1. Collections are only permitted on Saturdays within the Borough. Only one collection per area is allowed.
2. Permits issued for Central Solihull and Shirley do not authorise the use of accompanying displays, articles or supporting vehicles. Should you wish to include any of these activities as part of your collection, prior permission must be obtained from the Events Team (0121 704 6547) and the appropriate risk assessments and public liability insurance arranged.
3. Permits for Central Solihull do not authorise the distribution of leaflets or printed matter of any kind. Should you wish to include this as part of your collection, a permit must be obtained from the Environmental Health Department (0121 704 8000).
4. Collectors must be over the age of 16 and should be made aware of the regulations under which the collection is taking place. No person may assist or take part in any collection without the written authority of the promoter.
5. Collectors must remain stationary and may not approach members of the public to solicit contributions.
6. Every collector shall carry a collecting box which is numbered consecutively, securely closed and sealed.
7. A return form detailing the amount collected and any expenses incurred must be submitted to Solihull Metropolitan Borough Council within 28 days of the collection taking place.

A full copy of the Street Collection Regulations accompanies the permit. It is the responsibility of the promoter to ensure that all persons participating in, or assisting with, the collection are aware of and fully understand the conditions contained therein.

January 2011